

Licence Allocation Guide

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Course Gateway

November 2025 / Version 1.0



TAFE Queensland acknowledge the Traditional Custodians of Country throughout Australia and respect the continuing connection to land, waters and family that First Nations peoples uphold. We pay respect to Elders past, present and future. We recognise that teaching and learning has taken place on Country for over 60,000 years and that two-way learning is an important part of our reconciliation journey.



Artwork from TAFE Queensland's Reconciliation Action Plan artwork by Riki Salam.
To view the plan visit tafeqld.edu.au/rap



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To allocate licences upon purchasing a licence on behalf of another user, or purchasing multiple licences in bulk, access My Account > Manage Licences and follow the below steps:

1. Click the [Create a learner list](#) link in the “Manage Learners” table at the top of the page.
2. Give the learner list a name, select the course products to assign to the learner list, and click **Add**.
3. Select the learner list in the “Manage Learners” table and click the [Add learners](#) link under the learner list name.
4. Enter learner details using one of the available options: individual learner, multiple learners, or upload learners.
5. Once added, review the learner details listed under the **Learners Not Yet Enrolled** heading, select the relevant learners and click the **Enrol Selected Learners** button to finalise the licence allocation.
6. The selected learners will now appear under the **Invited Learners** heading and will receive an email with the subject line *Course enrolment invitation*, which includes a link to redeem their course licence.
Note: If the email does not appear in their inbox, please ask them to check their spam or junk folders.
7. Once a licence token has been redeemed, the learner will appear under the **Enrolled Learners** heading.

Note: Licence tokens can be redeemed by anyone who receives the original *Course invitation enrolment* email. Redemption is not restricted to the learner it was originally sent to or intended for.

Once redeemed, licences cannot be withdrawn, cancelled, or reallocated. The licensing dashboard will always show the details of the person who was originally invited, even if someone else redeems the licence.